



## **HEALTH AND SAFETY POLICY**

### **STATEMENT**

#### **1. AIM**

1.1 Gecko Programmes Ltd is committed to complying with all legal requirements of the Health and Safety at Work Act (HASAWA) 1974 and all other current associated health, safety and fire legislation, relevant statutory provisions, regulations and codes of practice.

1.2 It accepts that as an employer it has a duty to ensure, so far as reasonably practicable, the health, safety and welfare at work of all its employees. It will also conduct its undertakings in such a way that visitors and contractors are not exposed to risks to their health and safety. Visitors and contractors will be expected to comply with the policy and procedures.

1.3 Gecko Programmes Ltd is committed to providing:

- a working environment for staff which is without risk to health, safety or welfare;
- adequate welfare and first aid facilities;
- sufficient information, instruction, training and supervision to ensure staff work in a safe manner.
- working with the Property Services Team of the Wolverhampton Science Park or Zellig at the Custard Factory in Birmingham providing systems and working practices for the maintenance of fabric, plant and equipment and the management of materials which are safe and without risks to health and welfare of staff;

1.4 Gecko Programmes Ltd will ensure that where a staff member has been placed under the control of another organisation, that its staff will be protected, so far as is reasonably practicable, to at least the same standard as Gecko Programmes Ltd provides and that the protection agreed will continue to be maintained. The staff member will be expected to follow the other organisation's policies and procedures, whilst on their premises

1.5 This statement will be updated and brought to staff's attention on a yearly basis

#### **2. ORGANISATION OF HEALTH AND SAFETY IN GECKO PROGRAMMES LTD**

2.2 For day-to-day matters the Managing Director has made the following arrangements:

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(i) The Managing Director will appoint a suitable and competent person - as defined by regulations - to advise on all health & safety matters. This person shall be deemed the Competent Person. The roles and responsibilities of the competent person is set out below;

### **3 ROLES AND RESPONSIBILITIES**

#### **Managing director**

3.1 The Managing Director, in discharging his responsibilities for Health and Safety policy for Gecko Programmes Ltd requires that employees at all levels co-operate fully in establishing and maintaining safe and healthy working conditions.

#### **Line managers**

3.2 Line managers have a duty of care and are responsible at all levels to ensure that suitable work procedures and arrangements are in place for safeguarding the health, safety and welfare of staff, including adequate information and training for the safe operation of any local equipment or machinery. It shall be the responsibility of line managers to ensure that all staff (including those working from home) are aware of the Health & Safety Policy and to receive any specific training for the safe operation of any equipment machinery and procedures.

#### **Competent Person**

3.3 The Competent Person ensures H&S of work experience students, learners and Work Programme customers. and will work closely with H&S Enforcement authorities as necessary. They will ensure that H&S standards are maintained throughout Gecko Programmes Ltd and report any H&S issues to the property service teams at the Wolverhampton Science Park , and/or to Zellig at the Custard Factory and to the Managing Director.

#### **Staff**

3.4 It is the duty of every member of staff whilst at work to look after their own welfare, to abide by the health and safety guidance and provisions which are in place and to ensure that their actions cannot result in injury or harm to anyone else. In particular staff should be aware of the arrangements for fire and other emergencies, first aid and accident reporting procedures.

3.5 Staff should ensure that they are fully conversant with the policy and should they become aware of any potential risk to health and safety at their workplace, they should report the matter to their line management immediately.

3.6 Failure by line managers or individual members of staff to discharge duties imposed under the HASAWA and Regulations made under the Act, could lead to criminal prosecution.

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3.7 Gecko Programmes Ltd will ensure that all staff have sufficient awareness, information and training to discharge their general Health and Safety obligations. These needs will be kept under regular review. There may be instances where specialised information or training is needed, and in such circumstances it is line management's responsibility to identify those needs and to meet them.

3.8 General health and safety training will be incorporated into induction and other line management training.

### **Tutors/Trainers**

3.9 Tutors are responsible for ensuring the health and safety of their learners whilst under their supervision including any organised outside activities. Risk assessments for these activities are to include all necessary precautions to protect the learners and members of the public. Staff will be provided with the necessary training to assist them with their risk assessment. Tutors will carry out a successful induction with new learners, to include the provision of the learner handbook which includes a section on health and safety.

Additionally, learners will:

- a) Observe standards of behaviour appropriate to the working situation
- b) Heed warnings and observe rules and ask for such warnings and rules where they are not made obvious
- c) Not wilfully misuse, neglect or damage things provided for safety
- d) Observe rules highlighted in the student handbook+

### **Contractors and Visitors**

4.0 Visitors will be made aware of the Gecko Programmes Ltd Health & Safety policy and in particular the arrangements for fire and other emergencies, first aid and accident reporting procedures. Where visitors enter Gecko Programmes Ltd it is the responsibility of their hosts to ensure they are aware of Health and Safety arrangements.

## **4. INCIDENT CONTROL AND FIRE PRECAUTIONS**

4.1 Property Service Staff at our Wolverhampton and Birmingham offices are responsible for evacuation instructions and these are displayed at the Reception area and in our offices.

## **5. FIRST AID AND ACCIDENT REPORTING**

5.1 Wolverhampton Science Park's provide trained First Aid staff. A member of staff in our Birmingham office is trained as a First Aider.

5.2 Details of any injuries should be entered in the accident book. Any incident, which reveals a potential hazard, should also be recorded in the book including any

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near misses. The Managing Director should be notified of any accident, injury or work related disease, which results in an absence from work of more than 3 days. In addition fatalities and major injuries (which are defined by HSE as reportable) must be notified to the Managing Director as soon as possible.

## **6. HEALTH & SAFETY INFORMATION AND TRAINING**

6.1 Gecko Programmes Ltd will provide sufficient information, instruction, training and supervision for all staff as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of all employees.

6.2 Staff will be kept informed of any relevant Health & Safety legislation that may affect their health, safety and welfare at work.

## **7. REVIEW OF ARRANGEMENTS**

7.1 This policy statement and these arrangements will be reviewed formally every 12 months and or following major organisation changes.

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